

123 – Controlled Medications

123.1 PURPOSE

To provide proper clinical management of certain medical and traumatic conditions, the administration of controlled or restricted medications to patients by authorized providers is necessary. This policy is intended to define acceptable practices for the storage, handling and administration of controlled substances that are compliant with federal regulations.

123.2 POLICY

All controlled or restricted medications as defined by the US Drug Enforcement Agency (DEA) and/or the Breezy Point Police Department shall be handled in accordance the procedures as outlined for the secure storage, acquisition, handling, tracking, and transportation. Only police department personnel may receive controlled medications delivered or transported to the Breezy Point Police Department.

123.3 DEFINITIONS

For the purpose of this policy, the terms set forth below are defined as follows:

Controlled or restricted Medications: all narcotics, dissociative agents, benzodiazepines, sedative/hypnotics, and any other medication defined by the US Drug Enforcement Administration (DEA) and/ or the Breezy Point Police Department as “controlled”, “narcotic”, “Schedule III”, or “restricted”.

Controlled Medications Carrying Device: A durable container or pouch selected by the Breezy Point Police Department that can hold a quantity of controlled medications deemed sufficient for the normal on-duty clinical administration to patients by authorized EMS providers.

Electronic lock: a locking device capable of restricting access to pre-approved providers and capable of recording the name of the provider and time and date the lock was accessed.

123.4 PROCEDURE

123.4.1 ORDERING OF CONTROLLED MEDICATIONS

1. All controlled medications will be obtained from an approved pharmacy by completing the appropriate DEA Form 222 (obtained via the DEA website).
2. Medications may only be ordered by approved personnel with the approval of a supervisor.

123.4.2 STORAGE OF CONTROLLED MEDICATIONS

1. All controlled medications stored at the Breezy Point Police Department will be

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maintained in a secure and climate-controlled location.

2. Supplies of controlled medications will be secured in the secure evidence room.
3. Controlled medication supplies must be accessed by at least two authorized personnel.
4. A controlled medications base log will be maintained and filled out in its entirety.

123.4.3 SECURITY OF CONTROLLED MEDICATIONS

Approved providers are responsible for the security of controlled and restricted medications issued to them. Controlled or restricted medications will always be secured in the safe or an approved controlled medications carrying device. Controlled medications will not be left in vehicles while off duty unless vehicles are parked inside.

123.4.4 DISCREPANCY, LOSS, THEFT, OR DIVERSION

1. Unresolved discrepancies or losses of controlled medications will be reported to a supervisor as soon as practical. A written report must be completed.
2. Suspected theft of controlled medications or diversion by an employee must be reported to the Chief of Police.
3. Investigations into unresolved loss, theft, or diversion of controlled or restricted medications will be investigated by an outside agency.

123.4.5 MAINTENANCE OF RECORDS

1. All records generated relating to controlled substances, whether on paper or in an electronic format will be maintained for no less than five (5) years.
2. All DEA 222 forms will be maintained permanently by the Breezy Point Police Department.

123.4.6 DISPOSAL OF DAMAGED OR EXPIRED CONTROLLED MEDICATIONS

1. Expired or damaged controlled or restricted medications will be wasted on site.
2. Wasting of controlled or restricted medications will be performed by two personnel.
3. All wasting of controlled or restricted medications will be properly documented.

123.4.7 DISCIPLINARY ACTION

Any person found in violation of department policy, local, state, or federal laws regarding controlled substance handling or utilization is subject to disciplinary action.